

JOB OPPORTUNITY

The Wood County Clerk's Office has a full time position available.

Monday thru Friday, 8:30 am – 4:30 pm

Starting Salary: \$37,440

County Clerk Offices:

- Record Room (Deeds, Liens, Right of Ways, Power of Attorney)
- Recording Office (Recording, Indexing, Proofreading)
- Probate (Probating a Deceased Person's Estate)
- Voter Registration & Marriage License Department
- Finance (Payroll, Budget, Reconciliations, Accounts Receivable and Payable)

Requirements:

- Formally Trained Typing 40-50 WPM
- Wood County Resident and Registered Voter
- Must be able to lift 25 lbs.

Please drop off, mail or email resume to:

Barbara Johnston

Wood County Clerk's Office

1 Court Square Suite 400

Parkersburg WV 26101

304.424.1850

bjohnston@woodcountywv.com